

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: February 14, 2020

Closing Date: February 21, 2020

**ADMINISTRATIVE SPECIALIST II (Pay Grade 8)
Criminal Division, Felony Screening Unit, New Castle County**

Job Responsibilities and Duties:

This Administrative Specialist will support the Felony Screening Unit in the Criminal Division, in New Castle County. Duties will primarily include the following: creating all felony case files upon arrest, running in-state and out-of-state criminal histories, and printing out arrest warrants. Additionally, this position is responsible for assisting in all other case processing functions, such as: preparing plea offers, maintaining case tracking records, preparing and processing charging documents, scheduling police officer intakes, preparing case transfers to other courts, assisting deputies prepare for preliminary hearings, requesting reports and handling other legal secretarial support duties as assigned.

Minimum Qualifications:

Must be detail oriented, well organized, possess excellent verbal and written communication skills and be proficient in Microsoft Word Office Suite. Prior legal research experience would be helpful such as DELJIS, LEISS and NCIC.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.